

PROG# 2432S		Term: April 1, 2016 thru March 31, 2017 (Opt. Yrs. thru March 31, 2021)									
ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	Gray Graphics Capital Heights, MD UNIT RATE	Taylor/Corp Graphics Intl North Mankato COST	The Regal Press, Inc. Norwood, MA UNIT RATE	Previous Contractor GPO Estimate COST					
I. COMPLETE PRODUCT											
(a)	Printing 8-1/2 x 11" letterhead in one color of ink (Black or PMS):										
(1)	Quantities up to and including 99,999										
(1)	Makeready and/or Setup	9	125.00	1,125.00	10.00	90.00	65.00	585.00	65.00	585.00	
(2)	Running Per 1000 Copies	147	29.00	4,263.00	45.00	6,615.00	19.90	2,925.30	17.65	2,594.55	
(2)	Quantities over 100,000										
(1)	Makeready and/or Setup	5	125.00	625.00	10.00	50.00	60.00	300.00	60.00	300.00	
(2)	Running Per 1000 Copies	477	29.00	13,833.00	45.00	21,465.00	19.45	9,277.65	17.00	8,109.00	
(b)	Printing 5-1/2 x 8-1/2 letterhead in one color of ink (Black or PMS):										
	Quantities up to and including 150,000										
(1)	Makeready and/or Setup	3	100.00	300.00	10.00	30.00	75.00	225.00	65.00	195.00	
(2)	Running Per 1000 Copies	4.5	15.00	67.50	22.80	102.60	50.50	227.25	25.00	112.50	
II. ADDITIONAL OPERATIONS:											
(a)	Shrink-film wrap in units as indicated..per wrap..... (Must include the cost of chipboard at the top and bottom of each package, as well as printing and inserting the packing slips into each package)	1,295	0.35	453.25	0.50	647.50	0.40	518.00	0.35	453.25	
TOTAL											
				20,666.75			29,000.10	14,058.20		12,349.30	
DISCOUNT				1.00%	206.67	0.00%	0.00	2.00%	281.16	2.00%	246.99
NET TOTAL					20,460.08		29,000.10		13,777.04		12,102.31
AWARDED											

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS Letterhead

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Department of the Treasury
(Internal Revenue Service)

Single Award

CONTRACT TERM: The term of this contract is for the period beginning Date of Award, and ending March 31, 2017, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

**FREQUENCY OF ORDERS and QUANTITY, Page 6;
GOVERNMENT FURNISHED MATERIALS, Pages 6 and 7**

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO JEFF MESSERSMITH, (404) 605-9160, EXT. 32708 OR E-MAIL jmessersmith@gpo.gov. REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – AMINA HARVEY (404)605-9160, EXT. 32712 OR E-MAIL aharvey@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE
on the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Atlanta>)
or you may **FAX request** to (404) 605-9185/9186.

This is a Small Purchase Term Contract. Quotes may be submitted via fax (404-605-9185/9186) or mailed to the Atlanta Regional Publishing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327. GPO 910 Form is NOT required. To submit a quote, contractor must return a completed "Schedule of Prices", which is included at the end of this specification. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contractorconnect.gpo.gov>.

Bids must be received prior to the specified time in order to be considered.

To submit a quote, bidders must execute and submit the "Schedule of Prices" (pages 14 and 15).

Bids due by 11:00 a.m. prevailing Atlanta, GA, time on March 29, 2016.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Quotation Request will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01), available on the GPO website) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002), available on the GPO website).

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This clause cancels and supersedes any other disputes language currently included in existing contractual actions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Copies will not be acceptable if they contain background tone, strip-lines, or are not equal to the furnished copy.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Disk Output
P-9. Solid and Screen Tint Color Match	Pantone Matching System Color

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to March 31, 2017, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted index “Commodities Less Food” under the Special Indexes category on “Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group” published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending 3 months prior to the beginning of the contract, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A Government jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual “Print Order” for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PAYMENT: Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Publishing Office, Washington, D.C. 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Visit the following website for complete instructions on preparing your voucher and barcode cover page:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Additionally, submit a copy of the billing and print order to the IRS/Atlanta Campus/Lucy Hess, Atlanta M&P Office Stop 061-N, 4800 Buford Hwy., Atlanta, GA 39901-0002. At contractor's option, this may be faxed to (470) 769-2973. Further, contractor is to FAX a copy of the invoice to GPO Atlanta 800-270-4758, Attn: Amina Harvey.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 14 AND 15.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from the beginning Date of Award through March 31, 2017, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECURITY CLAUSE: Safeguards: Any Treasury Department information made available, which is marked "Official Use Only", shall be used only for the purpose of carrying out the provisions of this contract, and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. All copies must be accounted for and waste sheets destroyed beyond recognition or reconstruction.

Official Use Only material must be kept in a locked container or area when the order is not actually being worked on. Work areas must be physically separated and secured from public access and monitored by employees responsible for safeguarding the material.

Criminal/Civil Sanctions: Each officer or employee of the contractor to whom "Official Use Only" information may be made available or disclosed shall be notified in writing by the contractor that "Official Use Only" information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such "Official Use Only" information, by any means for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 U.S.C. 641.

That Section provides, in pertinent part, that whoever knowingly converts to his use or another, or without authority, sells, conveys or disposes of any record of the United States or whoever received the same with the intent to convert it to his use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine of up to \$10,000 or imprisoned up to ten years or both.

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of IRS letterhead requiring such operations as electronic prepress, printing, packing, and distribution.

TITLE: IRS Letterhead.

Although this is an option year program, all the averages, etc. are based upon one year's requirements.

FREQUENCY OF ORDERS: It is anticipated that there will be approximately 15 orders per year.

QUANTITY: No quantity variation is allowed.

Quantities for letterhead will usually range from approximately 1,000 to approximately 150,000 copies per order. Based upon past requirements, it is anticipated that:

8-1/2 x 11”:

approximately 53% of the orders will average 16,340 copies;
approximately 12% of the orders will average 73,710 copies;
approximately 18% of the orders will average 110,210 copies;

8-1/2 x 5-1/2”:

approximately 17% of the orders will average 1,510 copies.

Quantities for packing slips will range from approximately 5 to approximately 300 copies as required for packing the letterheads ordered per print order.

TRIM SIZE: Letterhead – 8-1/2 x 11”

Letterhead – 8-1/2 x 5-1/2”

Packing slip - 2-3/4” x 1-1/8”

GOVERNMENT TO FURNISH: Usually electronic media will be furnished as follows:

Platform: IBM, or Compatible, Windows XP (or later) Operating System

Storage Media: CD-R's up to 700 MB/80 min., and/or e-mail.

Software: Page layout will be furnished via one Press-ready PDF file for the letterhead and one Press-ready PDF file for the packing slip using Adobe Acrobat Version 6.0 or higher. Contractor must have ability to edit PDF files. NOTE: The contractor is not to request that files be converted to a different format. If contractor wishes to convert files to a different format, the final output must be at the same or higher quality.

NOTE: All Adobe Acrobat and editing software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Colors Identified as one or more of the following: RGB, CMYK, Black & PMS/Spot colors. Contractor to convert all color to match ink color as indicated on the print order.

Fonts: All fonts will be embedded and/or embedded subsets in PDF files. NOTE: In the event all fonts have not been embedded/embedded subset (a font and/or fonts are missing), contractor is to report all problems to the Atlanta RPPO, Jeff Messersmith (404) 605-9160, ext. 32708.

Output: High resolution output of 1200+ DPI is required.

Distribution list(s) – IRS Form 2040 in a fillable PDF file format provided via e-mail.

Quick Reference Guide for 2040 application.

Facsimile, Form 6153 – IRS Carton Label, with labeling and marking specifications for shipping containers. (See Exhibit A)

Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

Print orders.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number, and revision date, carried on copy, film, or electronic files must not print on finished product.

EXHIBITS: Exhibit A is representative of the Carton Shipping Instructions (IRS Form 6153) which will be furnished. Exhibit B represents the palletizing which will be required under the contract. Exhibit C is representative of Form 2040 that will be utilized during the course of the contract (NOTE: The most current version of these forms will be used.) It cannot be guaranteed that future orders will correspond exactly to these exhibits.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

The contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with email and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 6.0 Standard (or higher) software, NOT Adobe Reader, on a computer with email capability.

The contractor is required to complete and email Form 2040 daily to the IRS when shipping begins. Form 2040 is in a fillable PDF file format. The majority of the information in the form will be filled in by the IRS prior to being sent to the contractor. The contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact the person indicated on the print order.

*The contractor **must** update the Electronic Form 2040 and transmit via email to IRS each day the product ships. Any delay or missed input could result in delay of payment. In order for the shipping results to be captured properly, the 2040 must NOT be removed from the original email (do not save to desktop or another file). This proper reply to the email ensures the contractor's compliance is captured. Additionally, the contractor must e-mail tracking/PRO numbers to IRS within one day of shipment.*

Additionally, for each order placed, contractor must notify the ordering agency on the same day that the product ships via e-mail sent to Lucille.P.Hess@irs.gov. The subject line of this message shall be "Distribution Notice for Jacket XXX-XXX, P.O. XXXXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

The use of free web-based mail servers such as Hotmail, Yahoo, or G-mail is not compatible for transmitting the IRS Form 2040.

ELECTRONIC PREPRESS: Immediately upon receipt of GFM and prior to image processing, the contractor shall perform an in-depth preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. This preflight check is to include: accurate identification of all fonts used and/or missing fonts, identification of colors used within file, and, any errors, media damage or data corruption that might interfere with proper file image processing. **All problems must be reported to the Atlanta RPPO, Jeff Messersmith (404) 605-9160, ext. 32708.**

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish a final production PDF file (digital deliverables), if AA's are made, with the furnished material. The digital deliverables (PDF file) must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished.

FILMS: Films are not required; however, letterhead must be produced using the offset printing method. High resolution digital printing (computer to plate) is acceptable **as long as Quality Level 3 is maintained.** Inkjet printing or color copying (toner) is not acceptable. **NO CHARGE WILL BE ALLOWED FOR PRODUCING FILMS FROM ELECTRONIC MEDIA.**

PROOFS: No proofs will be required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards" in effect at the time of award.

NOTICE: Copies of the "Government Paper Specifications Standards" are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site @ <http://www.gpo.gov/vendors/sfas.htm>.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

Letterhead: White Recycled 25% Bond, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code G45.

NOTE: Stock MUST contain the official U.S. Government Eagle watermark seal, with the word "recycled", one star, and the year of manufacture on a basis of four times on a sheet 432 by 559 mm (17 x 22 inches), one in each quarter. The watermark shall be clear and legible.

Contractor is cautioned that the stock must be stored in a climate controlled environment to maintain optimum performance.

Packing Slip: White Writing, grammage 75 g/m² (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10.

PRINTING: Both the letterhead and the packing slips print one side only.

Production of letterhead must be achieved through the offset printing process. The Eagle watermark **MUST NOT** be upside-down or reversed on letterhead*.

*Note: When sheet size (5-1/2 x 8-1/2") is specified, the Eagle watermark head should face left side of sheet.

Letterhead will print in one color of ink; either Black or a PMS ink, based upon past performance it is anticipated that approximately 21% of the orders print in Black with balance printing in PMS 349 (Green). The print order will indicate the ink color to be used. Printed product **MUST** match specified Pantone color indicated on the print order.

Packing slips print in black ink only. (NOTE: At contractor's option, electrostatic copying is acceptable for the packing slips.)

The GPO imprint requirement is waived.

MARGINS: Follow margins on the furnished PDF, visual, or sample, as indicated.

PACKING/LABELING:

Shrink-film wrapping: Shrink-film wrap in units as indicated on the print order (usually 500; however, other units, usually multiples of 50 or 100, up to 500 may be required). Packages must have chipboard on both the top and bottom. Packing slips will be inserted into each package as indicated on the print order.

Pack shrink-wrapped packages into suitable shipping containers. **NOTE: Quantities from concurrent orders shall NOT be intermixed.**

If the quantity per carton is NOT indicated on the 2040, the contractor must determine quantity to be packed in the shipping container and must maintain that quantity through entire shipment. All shipments must be packed in UNIFORM quantities per carton*. Contractor must NOT deviate from these quantities. (*In some cases where, there may be one carton with an odd quantity due to the quantity packed per carton not dividing equally in the quantity ordered. The label for that single carton MUST be labeled accurately with the carton quantity (see CARTON LABELING for electronically correcting label quantity). Place that odd carton at the top of the load.)

All cartons must be packed solid with a maximum weight of 32 lbs. per carton. No internal wrapping or tying. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i. minimum. Carton bottoms may be glued, stapled, or sealed with polyester tape 51 mm to 76 mm (2 to 3") width, minimum 12kNm (65 lbs./inch) transverse tensile strength. If stapled, the cartons may only be stapled on the bottom and/or side; no staples are to be used on top. Cartons are to be sealed at the top with 51mm to 76mm (2" to 3") paper or polyester tape (not reinforced). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced.

CARTON LABELING**: Contractor must reproduce shipping carton label at 100% on white paper from furnished PDF file, fill in appropriate fields and securely attach ONE LABEL TO THE END OF EACH CARTON. NOTE: Carton labels contain barcodes; therefore, dot matrix printing is NOT acceptable. For palletized shipments, all cartons must have IRS Shipping label affixed to one carton end only (never top, long side, or bottom). On cartons shipped via small package carrier (SPC), affix the SPC label on top of carton on the end nearest to IRS label. On small package carrier (SPC) boxes/envelopes, the IRS label is to be affixed to the top of each package and the SPC shipping label to the reverse side of the package (this includes advance distributions and IRS samples). All shipments to IRS National Distribution Center via SPC are to leave "To (Consignee) Address" field blank***. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the IRS. Use of any other label is prohibited and may be cause for rejection of reimbursement for any expenses incurred to correct use of improper labels.

The following must be updated ELECTRONICALLY by the contractor, when not entered by IRS on the PDF label using Adobe Acrobat 6.0. DO NOT MAKE HAND-WRITTEN UPDATES TO THE LABEL UNDER

ANY CIRCUMSTANCES. FAILURE OF THE CONTRACTOR TO UPDATE THE PDF LABEL ELECTRONICALLY WILL RESULT IN THE SHIPMENT BEING REJECTED AND RE-LABELED AT THE CONTRACTOR'S EXPENSE.

If requested, the contractor must send an electronic PDF proof of label prior to reproducing.

**If a "0" is pre-filled in on the furnished PDF label, then contractor MUST change the "0" to reflect actual quantity inside cartons. Contractor must ensure that all cartons have the same quantity. The carton count field in the PDF file is directly linked to the barcode field; therefore, the contractor must press "enter" or "tab" after entering the quantity in order for the quantity to be reflected in the barcode. All changes to the carton count field MUST be made in the electronic label (not hand filled in) to whatever the true carton quantity is so that it is reflected on the label in both the quantity and barcode fields. NOTE: In the case of one carton with an odd quantity due to the quantity packed per carton not dividing equally into the quantity ordered, the label for that single carton must also be updated electronically to reflect the true quantity per carton.

NOTE: "Automated Carton # of #" fields: To print the correct number of labels for each address with sequential carton numbers, input in the total number of cartons and press "Print Labels" button. Warning: Once the print button is pressed, printing can not be cancelled. Be sure all information is correct prior to printing labels. If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor:

1. Carton #___ of ___ (small package carrier shipments only);
2. From (contractor's name and address);
3. To (consignee, complete address must appear on carton label – EXCEPTION***: Shipments via SPC to IRS National Distribution Center);
4. Carton Quantity (number of copies in each carton);
5. GPO Jacket Number (and Program Number and Print Order number, if applicable); and
6. IRS Requisition Number.

PACKAGING AND PACKING PROBLEMS: In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used or securely attached, cartons not being packed solid, incorrect pallets, or pallets not being layered right). The delivery will either be returned to the contractor to be corrected or the contractor may be billed by GPO for the amount that accrued in fixing the problem by an outside vendor.

"Mislabeled" means any error on the carton label, which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton, or has any missing information, or is not securely attached.

PALLETS: All motor freight shipments require pallets.

Pallets for IRS consignments: Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (see Exhibit B). Pallets must be 48" in length and 40" in width and must not exceed 5" in height. Full entry MUST be on the 40" width. **Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS National Distribution Center.** Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets.

PALLETIZING: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers (see Exhibit B). Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Do not use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

DISTRIBUTION: Complete addresses and quantities will be furnished with the print orders.

Inside Delivery Required when so indicated on the print order.

Deliver 5 to 10 printed samples, as indicated on the print order, f.o.b. destination to Chamblee, GA (complete address will be on the print order).

Ship the balance f.o.b. contractor's city to the address or addresses listed on the print order.

Small Parcel Shipments: Upon award of the contract, the IRS will set up a small courier service/account for the contractor to use for shipments weighing between 1 to 750 pounds. NOTE: Contractor is cautioned that the courier service/account number is for use under these specifications only.

All shipments weighing between 1 to 750 pounds must be shipped via the IRS Small Package Ground Service Carrier Account Number established for this purpose. **The contractor must NOT use his/her own small package carrier account. Contractor will NOT be reimbursed any shipping charges.**

These shipments will be via GROUND unless otherwise noted on the print order. All small package carriers must ship packages by traceable means and shipper must be able to provide a manifest to verify traceability. If multiple small package carriers are to be used, an account will be assigned for each carrier. Contractors are required to ship using the designated carrier(s) and IRS account number(s) or be responsible for any additional shipping costs. If the U.S. Postal Service is used, camera copy for postage and fees paid labels will be furnished. Note: Shipping containers may weigh no more than 32 pounds. **NOTE: Each container that delivers to the National Distribution Center (NDC) must contain an identical number of forms. The print order will indicate the total number of forms per container, the weight of the individual container, and the total number of containers. Orders received at NDC that do not meet this requirement will be rejected, and will be corrected at the contractor's expense.**

Air Shipments: The contractor must contact the air carrier *prior* to palletization. This will alert them to any restrictions the designated airport may have, especially if it is a small airport with limited floor-weight capacity.

Bills of Lading: Contractor must request, and IRS will supply, Bills of Lading for all shipments over 750 lbs. at least 3 workdays prior to the shipment date. IRS will also supply partially completed Bills of Lading to a contractor in advance for use when Bills of Lading cannot be supplied in time for shipment. Contractor will be required to complete variable information (including, but not limited to: total weight of shipment, number of containers, number of pallets) prior to shipment. The contractor will be held accountable to the IRS for all furnished GBLs. At the end of the contract term, all unused Bills of Lading must be returned to the Internal Revenue Service. Use of Bills of Lading for shipments not authorized by the IRS is strictly prohibited.

Government Bills of Lading or Routing instructions will be furnished for most freight or express shipments. The Bills of Lading or Routing Instructions will have designated carriers that usually reflect special negotiated freight rates for IRS material. Contractor may not change designated carrier unless authorized by IRS. In event the designated carrier cannot be utilized, contractor must immediately contact the IRS to obtain alternate carrier authorization. If the contractor utilizes a carrier other than the designated carrier without prior IRS authorization, the contractor will be held responsible for any additional shipping costs incurred.

GPO will NOT issue GBLs for use under this contract.

Upon completion of each order, the contractor must return all Government furnished material, along with any films made by the contractor. These materials must be packaged and **returned separate from the entire job via Registered Mail or any other traceable means.** The contractor must be able to **produce a separate signed receipt for these materials at any time during the contract.**

The contractor must complete and **email Form 2040.** (See page 7 in these specifications for further instructions.)

All expenses incidental to the pickup and return of all Government furnished material, proofs, and furnishing samples must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). NOTE: The Government will fax a signed 2511 to the contractor on the same day that the Government furnished material is e-mailed. The Form 2040 will be e-mailed on the same day or the 1st workday after the print order is issued.

No definite schedule can be predetermined. However, furnished material will be e-mailed* on the date indicated on the print order. **Notification shall be made via a digitally-signed e-mail copy of the print order from the IRS Media & Publications analyst(s), IRS/Atlanta.**

***IF THE FURNISHED MATERIAL IS NOT AVAILABLE ON THE DATE INDICATED, THE CONTRACTOR IS TO NOTIFY THE IRS MEDIA & PUBLICATIONS ANALYST IMMEDIATELY AT THE NUMBER INDICATED ON THE PRINT ORDER.**

The schedule begins upon notification of the availability of each individual print order and furnished material.
NOTE: One or more orders may run concurrently. Schedules will apply to each individual order.

Complete production and distribution must be made within 5 to 21 workdays*.

***Based upon the Government requirements.**

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destination specified, and the products ordered f.o.b. contractor's city must be made available to the courier service indicated on the print order.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest quote by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

I.		(1)	(2)
	(a)		
	(1)	9	147
	(2)	5	477
	(b)	3	4.5
II.	(a)	1,295	

SECTION 4.- SCHEDULE OF PRICES

GPO Facsimile Number: (404) 605-9185/9186

Quotes due by: 11:00 a.m. / Date: March 29, 2016

CONTRACTOR'S NAME AND SIGNATURE: Fill out and return* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Contractor _____

(Address) (City) (State) (Zip)

(Person to be contacted) (Telephone Number) (Date) (State Code/Contractor's Code)

(E-mail address) (FTP address)

*** You may FAX the Schedule of Prices pages to the above number, or you may mail to: Atlanta Regional Publishing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.**

(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.)

PAYMENT TERMS:

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____
(Initials)

Contracting Officer: _____ Date: _____
(Initials)

Quotes offered are f.o.b. destination for all shipments to Chamblee, GA; and f.o.b. contractor's city for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if contractor intends to furnish individual items at no charge to the Government.

Quotes submitted with NQ (No Quote) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All billing submitted to the agency shall be based on the most economical method of production.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

Fractional parts of 1,000 will be prorated at the per 1,000 rate, as applicable.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the production and distribution of the products listed in accordance with these specifications, with the exception of Item II.

Makeready and/or Setup	Running Per
(1)	1,000 Copies
	(2)

(a). Printing 8-1/2 x 11" letterhead in one color of ink (Black or PMS):

(1) Quantities up to and including 99,999	\$ _____	\$ _____
(2) Quantities over 100,000	\$ _____	\$ _____

(b). Printing 5-1/2 x 8-1/2" letterhead in one color of ink (Black or PMS):

Quantities up to and including 150,000.....	\$ _____	\$ _____
---	----------	----------

II. ADDITIONAL OPERATIONS:

(a). Shrink-film wrap in units as indicated per wrap.....\$ _____

Price under II.(a) must include the cost of chipboard at the top and bottom of each package, as well as printing and inserting the packing slips into each package.

(Initials)

EXHIBIT A

Read Prior to Producing or Labeling Cartons

Labels MUST be generated from the PDF file provided. Handwritten updates are not allowed on any label. If these instructions are not followed, the Contractor will be held responsible for all re-labeling charges.

Section I – Prior to Producing Label

- 1) Contact the IRS for a new carton label if any of the following fields are blank when the label is received:
(a) Catalog number, (b) Revision, (c) Requisition number, (d) Product number, or (e) Product title.
- 2) Fields for Contractor to Update Electronically: (a) Carton # of # (see number Section I, 3 below); (b) From address; (c) To address (see exception under Section II, 2, Cartons via Small Package Carrier (SPC) below); and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).
- 3) Automated Carton # of # fields: To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print Labels" button. **Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.**
- 4) Printing: Labels must be produced same-size in black ink on white paper.
- 5) Proof: An electronic proof of the label may be required if indicated on the contract or print order.


Section II – Labeling for Shipment

- 1) Cartons: All cartons must have IRS shipping label affixed to one end of the carton only (never on top, long-side, or bottom).
- 2) Cartons via Small Package Carrier (SPC): Affix SPC label to top of carton on edge nearest to IRS label. If shipping via SPC to the IRS National Distribution Center, leave the "To (Consignee)" address field blank.
- 3) Small SPC packages/boxes/envelopes via SPC: Affix IRS label to front of package and SPC label to the back. This includes advance distributions and IRS samples.

cut here cut here

Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**

Carton Shipping Label

Department of the Treasury Internal Revenue Service		Publishing analyst	Phone number	Carton #	of # 1
GPO Jacket number		Print order number	Program number		
From (Contractor name and address)			To (Consignee)		
Catalog number 62724N	Revision (YYYY-MM-DD)	 *62724N*			
Product number (Form, Document, Publication, etc)			Product title		
Carton quantity	Requisition number (YY-nnnn)				

Form **6153** (Rev. 3-2006) Catalog Number 62724N Department of Treasury - Internal Revenue Service

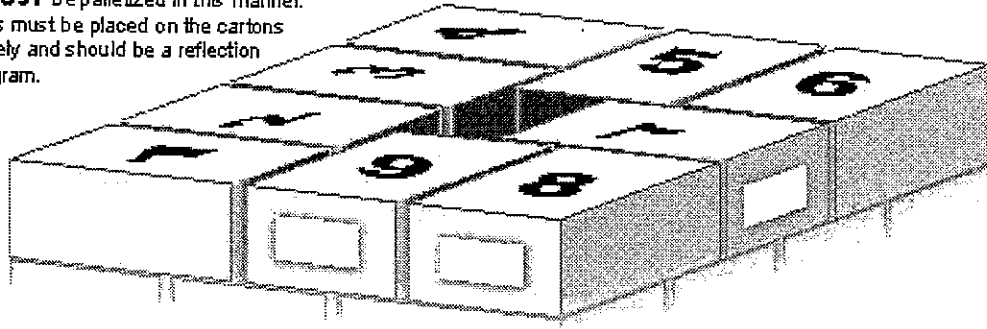
Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**

EXHIBIT B



Pallet Specifications

Cartons **MUST** be palletized in this manner.
ALL labels must be placed on the cartons appropriately and should be a reflection of this diagram.



Maximum full pallet
(pallet + cartons) height
MUST NOT exceed 55".

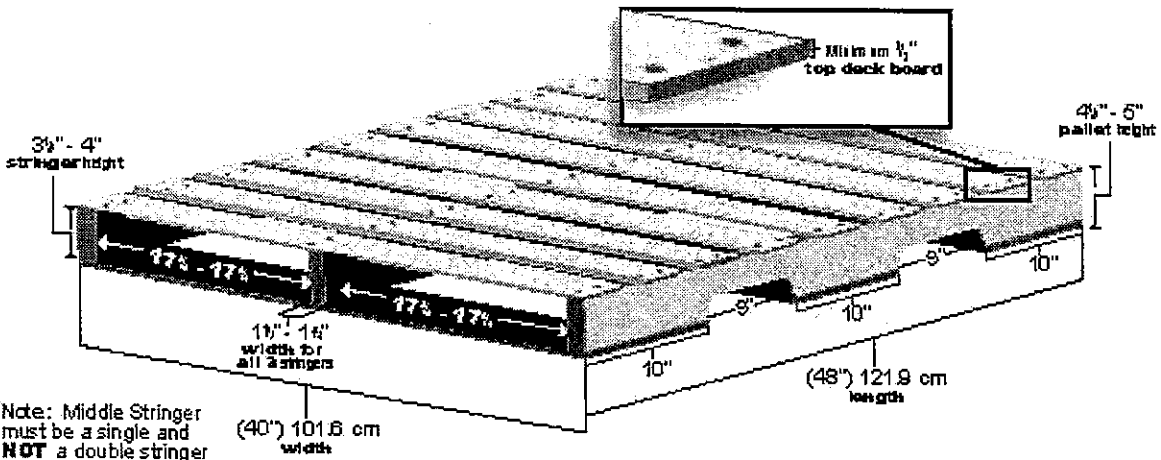
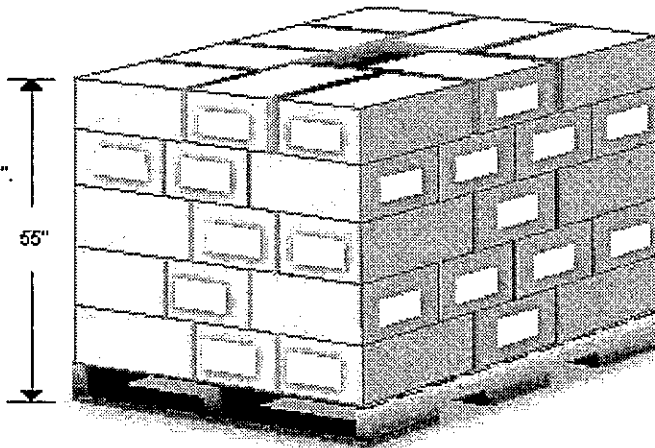


EXHIBIT C

Shipping Status: Start Partial Complete Instructions Final

Distribution / Shipping List

[Save PDF](#)

Requisition number 2006-NO-09003	Jacket number 523-093	Print order number 45145	Originator symbols W-CAS:SP:JMF1	Contractor code 370-04115	Date 05-01-2006	NPC INC. 814-239-8787
Item (Form, Document, Publication, Notice etc.) F 6001	Phone number 678-547-3675	Catalog number 27865 X	Revision date 03/2006	Ship date 06/08/2006	FOB contractor city CLAYSBURG, PA 16025	OLD ROUTE 220/P.O. BOX 373 CLAYSBURG, PA 16025
Printing specialist Hess, Lucy	Distribution analyst Temple, Ausha	Phone number 859-669-3146	Reprint <input checked="" type="checkbox"/>	Carton quantity 0	Weight factor 0.01	Quantities stated below are <input checked="" type="checkbox"/> each <input type="checkbox"/> pads <input type="checkbox"/> sheets <input type="checkbox"/> sets <input type="checkbox"/> rolls

Title/Description
Letter 0012C- Correspondence Action Sheet (CAS)

Remarks

Contractor must electronically update 2040 and shipping labels to include electronically changing the "0" in the quantity box of the shipping label to accurately reflect the quantity contained in the shipping carton

OPN	IRS Centers	Order Quantity	Ship Quantity	Date Shipped
29245-1424	IRS/AUSTIN SUBMISSION PROC CTR WHSE UNIT STOP 1475AUSC 2021 WOODWARD ST AUSTIN, TX 78741-7805	200000		
31616-1200	IRSHOLLINS BLDG STE 201 MEDIA & PUBS ATLANTA STP 061-N 2970 BRANDYWINE RD CHAMBLEE, GA 30341-5528	10		
39645-1424	IRS/ATLANTA SUB PROCESSING CTR ATSC OFFSITE WAREHOUSE GHS ST 2650 BUTTON GWINNETT DR DORAVILLE, GA 30340-1500	75000		
49845-1424	IRS/ANDOVER OFFSITE WAREHOUSE # 377 377 BALLARDVALE ST WILMINGTON, MA 01887-1042	25000		
Grand Total		390010		